



CCM#: 2016-017587

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Action required

Action by/Deadline: 2016/08/19

MEMORANDUM TO THE DEPUTY MINISTER

Approval for a Management-Directed Decision/Approbation d'une décision prescrite par la direction (FOR APPROVAL)

SUMMARY

- To seek your approval to create a new temporary AS-07 Manager and Special Assistant to the Deputy Minister, Deputy Minister's Office position.
- **DO YOU APPROVE?**

BACKGROUND

With the recent departure your Chief of Staff and your added responsibilities to manage the 2016 Government of Canada Workplace Charitable Campaign on a national basis, the need has emerged to create a temporary AS 07 Manager and Special Assistant to the Deputy Minister position to ensure the smooth running of operations in your office.

KEY CONSIDERATIONS / OPTIONS

An analysis of the position by Organizational Design and Classification (OD&C) indicates that the updated work description would result in a classification to the AS-06 group and level. (Annex 2)

The request was made for the position to be classified AS-07. OD&C is incapable of justifying such an evaluation, as it is not supported by internal relativity, nor do the nature and scope of duties meet the minimum standards established by the AS Classification Standard.

However, the added responsibilities in the DM's office have been delegated to the current Personal Assistant to the Deputy Minister. In addition to overseeing the daily activities of the scheduling assistant to the DM, the incumbent of this temporary position will also supervise the DM's driver, the administrative assistant to the Chief of Staff and the students and will be supporting the Manager of the 2016 GCWCC as well as contributing to the research and development of options for a new model of a workplace campaign for the Government of Canada. She will also ensure a smooth transition from the acting Chief of Staff to the newly appointed Chief of Staff.

This position is temporary in nature and [REDACTED]

Also, to ensure that the position is not staffed on a permanent basis due to its classification challenges, your approval would be required to extend the length of the assignment should there be an operational need beyond April 1, 2017.

It is important to note that it is not operationally feasible to advertise this position in a process as the experience and knowledge of the individual is key to for the stability of your office given that the two senior counsel are new, the Chief of Staff has not yet been appointed and his/her own administrative assistant is also new.

RESOURCE IMPLICATIONS

The financial resources required have been taken into account and planned accordingly into the financial forecasts.

COMMUNICATION IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that you approve the creation of a temporary Manager and Special Assistant to the Deputy Minister position at the AS-07 group and level.

The position will be evaluated at the minimum point rating necessary to justify an AS-07 classification. (Annex 2)

ANNEXES

- Annex 1: Work description for the Manager and Special Assistant to the Deputy Minister
- Annex 2: Proposed point ratings for Management-Directed Decision
- Annex 3: Signed Org Chart

Prepared by:

 Paul Roy, Director, Business Management, Policy Sector, (957-4622)

Date: August 15th 2016

CCM#: 2016-017587

DEPARTMENT: Department of Justice

POSITION TITLE: Manager & Special Assistant to the Deputy Minister

POSITION NUMBER: TBD

GROUP AND LEVEL AS-07(proposed)

BRANCH: Office of the Deputy Minister

SUMMARY OF DUTIES

Reporting to the DM of Justice, the subject position is responsible for the planning, coordinating and providing comprehensive executive administrative support services, advice and assistance to the DM's Office and Justice senior management. Coordinate with the offices of the Associate Deputy Ministers, Direct Reports to the DM and the Minister's Office.

KEY ACTIVITIES

Oversees the administrative systems, logistics, departmental correspondence short and long-term planning and activity flow of the DM's Office, and to the DM.

Liaises with the staff of the Minister, Deputy Minister, Privy Council Office and other federal and provincial government departments for exchanging information relating to the DM's Office, and serves as the primary point of contact in the Office of the DM.

Serves as a primary focal point in coordinating responses, information requests, inquiries and other substantiating documents required by the DM for participation at a range of executive-level internal and external meetings, and ensures that all issues are followed through and accorded appropriate priority.

Liaises with and provides information and guidance to the Chief of Staff to the Deputy Minister on various issues and priorities impacting the DM to facilitate planning and decision making requirements.

Interacts with the staff of the Privy Council Office (PCO), other Deputy Ministers' offices, various level of governments, external special interest groups representatives of international organizations and foreign governments to research information on specific issues, schedule meetings, respond to requests and exchange information on activities affecting the DM's schedule, and planning or decision-making purposes.

Provides information and assistance to the DM and the Chief of Staff on a range of issues, and researches, prepares, produces and processes a variety of related analytical reports and documents for the review of the DM and other departmental senior officers.

Provides information, advice, and guidance to the DM on a broad range of administrative matters.

Provides input, guidance and recommendations on correspondence, scheduling administrative procedures and initiatives to the DM and the Chief of Staff as well as all executive assistants to Associate Deputy Ministers and ADM/ADAG.

Manages staff; assigns work; defines and explains work objectives, priorities, procedures and deadlines; provides advice to resolve work-related issues; authorizes leave; establish goals and priorities; evaluates performance; works with COS, DMO Counsel and scheduling assistant to monitor work for adherence to quality standards and deadlines; recommend training and development to ensure the smooth functioning of the DM's Office.

Prepares and coordinates documents such as memos, briefing books, documents, reports, information documents, speeches and makes recommendations to changes in processes, policies, procedures as well as recommending solutions to operational issues.

Provides support to senior officials for the management of the day to day activities of the DM's office including the promotion of its vision and objectives.

Liaises with the Business management unit and other HR and finance departmental officials to oversee the DMO budget; prepares the DM's proactive disclosure; monitor the commitments and expenses; establish priorities and provide direction on behalf of the COS.

Assists in the development of strategies, practices and detailed plans for the Campaign Champion of GCWCC.

Assists and coordinates the implementation of major fund-raising events and corporate communications tools in support of the GCWCC campaign.

RESPONSIBILITY FOR SERVICE DELIVERY

Oversees and supports for the effective management the daily activities of the Office of the DM.

Prepares various documents and other information material based on drafts from the DM, and ensures that speeches and other correspondence are adequately developed and have a translated version for the DM.

Provides clarification to ADM's, DG's, and Executive Assistants on the often complex and technical information requirements of the DM, and provides further clarity regarding the DM's comments, instructions and requests.

Manages a wide range of current and high profile issue files pertaining to the DM's activities and schedules, and reviews all related documents and correspondence prior to submission to the DM for perusal, approval and signature.

Provides input, advice and recommendations concerning proactive disclosure, human resources, travel and hospitality requirements for the Office of the DM to facilitate the development implementation and reporting of the annual budget.

Organizes and coordinates the Chauffeur's schedule, including information, guidance and advice regarding the DM's transportation requirements and their priority to ensure cost-effective and efficient service delivery.

Supervises the DM scheduling assistant, oversees the work of the Chauffeur/Office Assistant, the clerk/receptionist and the students: 2 students; 1 CR-05(Chauffeur); 2 AS-03; and 1 AS-02.

Responds to a broad range of incoming telephone, e-mail and fax inquiries pertaining to the DM and/or Department, and provides information to staff on the status of operational and activity files to facilitate the processing of requests.

KNOWLEDGE

The work requires a sound knowledge of current and evolving issues, trends, requirements, developments and priority within the office of the DM of Justice impacting on the DM's agenda and schedule to ensure that the necessary information and volume of briefing documents are being prepared and processed to keep the DM appraised, and to take appropriate action to ensure the efficient use of time and resources.

Knowledge of consultation and networking practices and techniques is required to review, interpret and evaluate a variety of documents, requests for information, briefings, reports and parliamentary documentation, to assess their intent, impact and resulting issues to take appropriate action or provide required information to the DM and others.

Knowledge is required of research techniques to collect, retrieve and synthesize a wide range of information and/or documents from various and often disparate sources to respond to the DM's requirements, requests for information, or for planning and decision-making exercises.

Knowledge is required of the procedures for managing agendas, organizing workloads and establishing priorities to meet conflicting deadlines for a senior executive office, including managing a variety of documentation priority issues to determine urgent matters and recommend appropriate courses of action.

Knowledge is required of the principles, practices and standards of Parliament, the Privy Council Office (PCO) and Parliamentary Committee protocol in sufficient depth to provide advice and information to senior Agency officials to ensure that they are fully cognizant of the process and manner of interacting with and/or attending these governmental institutions, to influence the level of service provided and avoid problems.

Knowledge of computer use, automated systems and various software packages is required to facilitate the preparation of briefing packages, presentations Ministerial reports and a broad range of other documentation.

Knowledge of speaking, reading, writing, editing and other communications methods and techniques is required to provide advice, information and assistance to senior officials and stakeholders concerning the DM's, business requirements, to review a large volume of documentation, to prepare reports, briefing notes and documents, and to facilitate the delivery and dissemination of information materials to various internal and external audiences.

Knowledge of information management is required to facilitate the development, preparation, control and distribution of Office information, both electronically and Hard-copy.

Responds to a broad range of incoming telephone, e-mail and fax inquiries pertaining to the DM and/or Department, and provides information to staff on the status of operational and activity files to facilitate the processing of requests.

EFFORT

Intellectual effort is required when informing the DM of the status of issues and key files, and when receiving and responding to an extensive range of enquiries from the DM and various internal/external stakeholders care must be taken to correctly interpret the information that is being requested, to determine the information needed to address or respond to the request or issues within appropriate time frames, while enduring that all elements have been addressed in a manner that provides the necessary information and brings resolution to the matter. Difficulty increases with competing services demands, incomplete information and imposed deadlines.

Effort is required in the scheduling of meetings, conferences, teleconferences, other activities and travel arrangements for the DM to ensure that all requirements have been met, including updating the DM's agenda, keeping key players within the Department advised, arranging and securing accommodations, and organizing the chauffeur's schedule for required transportation. Effort increases with frequently changing meeting demands, conflicting priorities and tight schedules.

Effort is required when reviewing a large volume of information materials destined for the DM including verifying their accuracy, ensuring that relevant data is attached, obtaining background information, and making recommendations to the originators on format and presentation to improve the quality of documents and ensure uniformity and consistency of the briefing materials for the use of the DM. Constraints include the use of technical terminology, missing information, competing service demands and imposed deadlines.

Effort is required to help develop and implement improved Office administrative strategies and procedures for new or revised operational objectives. Difficulty increases with competing service demands and limited resources.

Effort is required to plan, coordinate and provide Office administrative services to multiple clients on a simultaneous basis. Effort increases with competing priorities concurrent demands and imposed deadlines.

The work requires intermittent periods of sustained attention on a daily and weekly basis when organizing the DM's participation at various Meetings, reviewing a large volume of incoming /outgoing information materials, responding to information requests and ensuring that briefing material for the DM are to the highest quality.

WORKING CONDITIONS

The work is normally performed in Department office facilities which meet accepted standards of health, safety and comfort. Sitting and operating a computer for intermittent periods of time on daily and weekly basis can cause muscular pain and eye strain. Dealing with competing service demands, conflicting priorities, irregular hours and imposed deadlines can lead to stress and fatigue.

Employee's statement:

I have been given the opportunity to comment on this work description.

Employee's signature

Date

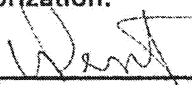
Supervisor's statement:

This work description accurately describes the activities and demands of the position.

Supervisor's signature

Date

Authorization:



Manager's signature

June 27, 2016

Date

Classification Rationale

IDENTIFYING INFORMATION

POSITION TITLE (ENGLISH): Manager and Special Assistant to the DM
 POSITION TITLE (FRENCH): Gestionnaire et adjointe spéciale au SM
 POSITION NUMBER: NEW
 OCCUPATIONAL GROUP & LEVEL: AS-07(P)
 INCUMBENT NAME (IF APPLICABLE):

UNIT: Deputy Minister Office
 SECTION/PORTFOLIO:
 REGION: NCR
 GEOGRAPHICAL LOCATION: NCR
 SECURITY LEVEL:
 LANGUAGE REQUIREMENT:

IMMEDIATE SUPERVISOR'S POSITION
 TITLE: Deputy Minister

IMMEDIATE SUPERVISOR'S POSITION
 NUMBER: 3956

EFFECTIVE DATE: 2016/05/02

NOC CODE:

PEOPLESOFT DECISION CODE:

Background

Classification received a request to create a term AS-07(P) Manager and Special Assistant position reporting to the DM effective date May 02, 2016 until April 1, 2017. The justification for the classification indicated that the position is to manage the 2016 Government of Canada Workplace Charitable Campaign on a national basis to ensure the smooth running of operations in your office.

Evaluation

The work description cannot be justified at the AS-07 group and level, as it is not supported by internal relativity nor by the AS Classification Standard. As per the Briefing Note (BN), this term position will be created via Directed Decision and will be evaluated at the minimum point rating necessary to justify and AS-07.

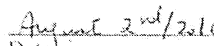
Factor	Degree	Points
Education and Experience	C5	244
Continuing Study	3	50
Decision Making	C3	256
Contacts	C2	91
Supervision	D1	77
Total		718

AS 07 point boundaries: 701-800

Recommendation

Create a new term position with the above ratings, effective May 02, 2016.


 Jane Schotfield
 Manager, Organizational Design and Classification


 Date August 2nd/2016

Canada

<p>IND - Pembrey, William - SUB (M) Deputy Minister 12000 - 00001956 (R) - DM 02 Top Secret - 40 - CBC/CBC NCRONT</p>				
<p>Leclair, Donald - SUB 12000 (T) - EX 05 NCRONT</p>	<p>IND - Thivierge, Marie-Josée - SUB (M) AGM, Management Sector IND 10 - 00005596 (R) - EX 04 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Piragoff, Donald K. - SUB (M) Assistant Deputy Minister 10000 - 00012540 (R) - LC 04 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Legault, Pierre - SUB (M) Associate Deputy Minister 11000 - 00000851 (R) - DM 01 Top Secret - 40 - CCC/CCC NCRONT</p>	<p>Vacant Position <input type="checkbox"/> Chief General Counsel 12000 - 00022909 (R) - LP 05 Top Secret - 10 - English NCRONT</p>
<p>Lewis, Douglas Grinslade - SUB 15000 (T) - AM 00 NCRONT</p>	<p>IND - Eld, Elisabeth J. - SUB (M) Assistant Deputy Minister 47000 - 00004153 (R) - LC 04 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Soranichuk, Andrew - SUB (M) Assistant Deputy Minister 43000 - 00005660 (R) - LC 03 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Poliquin, Stéphanie - SUB (M) Chief of Staff 12000 - 00005592 (R) - EX 03 Secret - 42 - CBC/CBC NCRONT</p>	<p>Vacant Position <input type="checkbox"/> DG, Open Policy, Ping & Tenov 60000 - 00013669 (R) - EX 03 Secret - 42 - CBC/CBC NCRONT</p>
<p>CAS - Saville, Susan - SUB 12000 (T) - EX 03 NCRONT</p>	<p>IND - Hassan, Sandra - SUB (M) Assistant Deputy Minister 45000 - 00001593 (R) - LC 04 Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Wright, Laurie C. - SUB (M) Assistant Deputy Minister 51000 - 00004153 (R) - LC 04 Top Secret - 42 - CCC/CCC NCRONT</p>	<p>IND - Noftis, Tracie - SUB (M) DG, Communications 17000 - 00004016 (R) - EX 03 Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Pigeon, France - SUB EX Special Deployment JUS02 12010 - 00014712 (R) Reliability - 41 - CBC/CBC NCRONT</p>
<p>Sylvester, Peter J. - SUB 12000 (T) - EX 05 NCRONT</p>	<p>IND - Lovett, S. Lynn - SUB (M) Assistant Deputy Minister 49000 - 00001627 (R) - LC 04 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>Vacant Position <input type="checkbox"/> (M) Associate Deputy Minister 13001 - 00003524 (R) - DM 01 Top Secret - 40 - BBB/BSO NCRONT</p>	<p>IND - Bickert, Geoffrey - SUB (M) Asst Deputy Attorney General 50000 - 00002166 (R) - LC 04 Top Secret - 42 - CBC/CBC NCRONT</p>	<p>IND - Desormeaux, Suzanne - SUB Special Asst-DM/DAG 12000 - 00001529 (R) - AS 06 Top Secret - 41 - CCC/CCC NCRONT</p>
<p>Wadon, Eryn - SUB 12000 (T) - EX 05 NCRONT</p>	<p>IND - McCurry, Pamela - SUB (M) Assistant Deputy Minister 41000 - 00004123 (R) - LC 04 Secret - 42 - CBC/CBC NCRONT</p>	<p>Vacant Position <input type="checkbox"/> (M) Associate Deputy Minister 12000 - 00005714 (R) - DM 01 Top Secret - 40 - CCC/CCC NCRONT</p>	<p>IND - Yazar, Inanc - SUB (M) Chief Executive, Audit 15000 - 00006689 (R) - EX 03 Secret - 42 - CBC/CBC NCRONT</p>	<p>AS 07 MANALIZ JUS02 AS5 to the DM</p>

Went Date: June 27/11
William F. Pembrey